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**CONFIDENTIAL**

**MEMORANDUM FOR:** Director, Bureau of the Budget

**SUBJECT:** Review of the Report on Paperwork Management, Part I, of the Commission on Organization of the Executive Branch of the Government

**REFERENCE:** Bureau of the Budget Bulletin No. 55-5 of March 4, 1955

1. The recommendations in Part I of the Report on Paperwork Management have been reviewed. I find that basically they apply to the Central Intelligence Agency.

2. Paperwork management is particularly applicable to our functions. The nature of intelligence activity and the extraordinary security measures which we must of necessity apply increase record volume and paperwork costs. We therefore found the findings and recommendations of the paperwork authorities particularly valuable in appraising our programs and determining what steps should be taken to increase their effectiveness.

3. Paperwork management was instituted early in our agency. Prior to the first Hoover Commission in 1949 there was activity in forms management, regulation control, and office machines management. In 1950 compliance with the Federal Records Act of 1950 was achieved by establishing programs for control over the creation, maintenance and use, and disposition of records. Today we have a substantially integrated system for paperwork control which consists of active programs in:

- Office business machines
- Regulations control
- Forms management
- Correspondence management
- Reports management
- Vital materials
- Microfilming
- Records systems, including office filing and mail operations
- Filing equipment and supplies standardization and utilization
- Records disposition

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4. These programs are administered on a decentralized basis. Staff guidance and line assistance is rendered by the Chief, Management Staff, who reports to my Deputy Director for Support. Thus top-level support is afforded these programs.

5. Results from these programs have been gratifying. Last year our savings from records management were \$357,000. However, as a young agency we have not fully exploited every element of paperwork. Looking ahead we derive a strong incentive from prospects for obtaining savings of \$1 million annually.

6. In order to achieve these savings I am directing that activity be intensified in all aspects of paperwork management. Revised regulations will provide for the top-level review of forms, correspondence, reports, and the utilization of office machines as recommended by the Commission.

7. A detailed comparison has been made of our program accomplishments and plans with the findings and recommendations of the Commission. If you desire, I shall make this study available to personnel of your staff cleared for access to classified Central Intelligence Agency material.

8. I wholeheartedly endorse paperwork management as an essential aid in the intelligence field. I shall ensure continued support to the program throughout my organization.

ALLEN W. DULLES  
Director

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Chief, Management Staff

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Deputy Director  
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NS/RAD/LDC:pdj (30 Mar 55)

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